

School of
Information Sciences

Department of Information Culture and Data Stewardship

**MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION**

Host Site: Duquesne University, Gumberg Library	
Site Supervisor: Terra Merkey	Email/Telephone: merkeyt@duq.edu / 412.396.1542
Position Category: <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Archive <input type="checkbox"/> Children & Youth <input type="checkbox"/> Public <input type="checkbox"/> School <input checked="" type="checkbox"/> Music Library <input type="checkbox"/> Other	
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours	
Compensation: Hourly wage <u>TBD</u>	Stipend/term \$ _____
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Position Overview (1-3 sentences)

The goal of this position is to provide an MLIS student with essential skills and training by completing professional level projects and tasks that align with Gumberg Library's efforts to support music students, faculty, and staff in their research and learning. The Music Library Intern provides reference assistance both in the Music Library and at the main library reference desk, including online chat reference. The intern assists the Music Librarian in collection development and archives projects in the area of music. The intern also creates research guides and online instruction tools to support music students and the whole campus community.

Essential Job Functions

- Provide music reference and general reference service to users.
- Staff Ask Here PA chat reference.
- Redesign and maintain web-based guides for music and other subjects.
- Create online instruction tools for music students.
- Assist the Music Librarian with collection development or archives projects.

Requirements

- Interest in music or academic librarianship.
- High degree of comfort with web authoring or content management systems.
- Strong written and oral communication skills.

Other Skills/Abilities

- Ability to understand musical terminology and read music.
- Basic knowledge of music history.
- Software skills: Microsoft Office.